

1984

Minutes
Athens Regional Library Board
January 19, 1984

The regular meeting of the Athens Regional Library Board was held on Thursday, January 19, 1984 in the Athens library meeting room at 3:30 p.m. Present were: Mr. Austin, Mr. Barrett, Mrs. DuPree, Mr. Eberhardt, Miss Hawkins, Mr. Hodgson, Mr. Johnson, Mr. Kellam, Miss Powell, Mrs. Shields, from Clarke County. Mrs. Whitlow, Franklin County; Mrs. Langford and Mrs. Whitehead, Madison County; Mrs. Budd, Oconee County; Mrs. Calloway, Oglethorpe County; Miss Austin, secretary.

Mr. Austin called the meeting to order and welcomed new Clarke County board members Mrs. Virginia Shields and Mr. Peter Hodgson. He announced the appointment of Mrs. Walter Allen to that Board and noted that she was unable to attend today's meeting.

The minutes of the October meeting were approved as distributed to the membership.

Mrs. Whitlow reported for Franklin County noting good progress with the usual programs in all three libraries. Special programs are planned each month in the new Royston building, among them an exhibit of the work of a local artist in December, a landscaping clinic conducted by the County Agent and a craft workshop scheduled for January.

Mrs. Langford reported for Madison County that some shelving they need very badly is being installed; hours for the Colbert library staffed by volunteers have been increased, both the County Board of Education and the County Board of Commissioners continue to provide in-kind services for the library.

A discussion of parking problems at the Athens library prompted Mr. Johnson and Mr. Austin to remind members that they are welcome to use the parking lots at the First AME church next door(entrance off Hull Street) and at the First Christian Church on the corner of W. Dougherty and Pulaski Streets(entrance off W. Dougherty).

Mrs. Budd reported for Oconee County summarizing the special Christmas activities at the library, noted a sharp increase in the number of families registering to use the library and reported action taken as a result of a patron's complaint against a book in the collection. In accordance with the procedure adopted by the Regional Library Board, a committee made up of Board members and library staff members read the book, weighed the complaint and recommended that the book be retained in the collection. The Board reviewed general procedure for handling complaints and it was emphasized that this procedure applies throughout the region.

Mrs. Callaway reported for Oglethorpe County noting continued excellent progress toward completing the renovation of their new quarters and the fact that as of January 1, 1984, the library is open 20 hours per week instead of 15.

Miss Austin reported for Clarke County noting the recent exhibit of paintings by Mary Padgelek and a forthcoming exhibition of work by members of the Athens Art Association to be opened with a reception Sunday afternoon, January 22. She noted that a piece of pottery placed in the exhibit by Michael Jordan has disappeared to the dismay of all concerned. An effort is underway to try to locate it. If it cannot be found, we will see what the insurance policy will do. A summary of the use of the meeting room during the previous three months concluded her report.

The chairman then called for the Director's regional report. Miss Austin reported on staff members' attendance at the Georgia Library Association October 29-31. A major accomplishment was that proposed restructuring of the organization was accepted and a called meeting has been set for March 30 and 31 to ratify the constitutional changes that it will require.

She then presented items from the library directors' meeting in Macon in December: 1) A series of workshops for directors and board members dealing with interviewing and hiring staff. She urged that at least one board member attend the Macon meeting on February 22, and raised the question of whether the Board wishes to amend its by-laws to permit the library to pay the expenses of Board members to attend such meetings. After some discussion, it was agreed to postpone action on the matter. 2) The deadline for proposals for grants from federal funds for the Library Services and Construction Act (LSCA) will come before the next meeting of this Board in April. Miss Austin briefly reviewed requirements for the basic grants and the competitive grants and summarized ideas the library staff has developed for both. For the regular or basic grant (probably \$24,000-\$25,000) a project to improve the children's materials collections throughout the region is proposed. As a competitive proposal there are two ideas so far: a) rework the proposal to purchase six 16mm films on Georgia subjects that we do not now own and submit it; or b) develop another audiovisual project, probably including purchase of videotapes and playback equipment. Each of these proposals would require approximately \$5,000-\$6,000 to fund. She then asked the Board to authorize the Executive Committee to meet with the staff to review the proposals for their value and impact on the entire region and pass on them. Mr. Kellam moved that the Board authorize the Executive Committee to follow that procedure. Mr. Eberhardt seconded and the motion passed. 3) Upcoming legislation affecting public libraries a). H.B. 840, which revises and clarifies the laws governing the establishment of public library systems. It embodies much of what is now achieved through regulations of the State Board of Education. It is expected that this will pass without opposition. b). Revision of the state FY'84 budget as requested by Governor

Harris will require returning to the state treasury 12.29% of the grant for materials, the sum of \$8,269. (This will reduce the grant for the system from \$67,288 to \$59,018). c). Proposed improvements recommended in the Department of Education budget request are not included in the Governor's proposed budget, nor are public librarians included in the proposed 10% increase in teachers' salaries for FY85. They are included in the group for which a 3% cost-of-living increase is proposed.

Discussion of the proposed state budget provisions and the presentation of a staff proposal to publicize the cut and urge its restoration followed. Mrs. DuPree offered a motion that the library staff be authorized to write a letter to the public which urges them to contact their legislators to secure restoration of the book funds if at all possible. The motion was seconded. Mr. Barrett voiced concern that such a letter coming from the library staff would seem self serving and could have an adverse effect. Several members felt that other means of communicating concern about the funds would be more effective and less likely to create ill will toward the library. Mrs. DuPree withdrew her motion. Mr. Kellam moved that the Director of the Library, in collaboration with the staff and the Chairman of the Library Board, develop an appropriate letter of communication in the name of the Board that will encourage the public to respond to their legislators, and that it be distributed to the public and made available to the newspapers. The motion was seconded and passed.

4) Georgia library Association Day at the state legislature has been set for February 15. Board members are urged to attend. Amercian Library Association Day in Washington will be April 10, during National Library week. Miss Austin does not plan to attend this year.

The chairman recognized Mr. Farris Johnson to present the report of the nominating committee. The following slate was presented: Mrs. LaGrange DuPree, Chairman; Mr. David Barrett, Vice-Chairman; Mr. Ray Austin, Treasurer; Roxanna Austin, secretary. Mr. Kellam moved that the report of the committee be accepted and the slate of officers elected. Mr. Eberhardt seconded. The motion passed.

Mr. Austin reported that there had been a formal complaint about a children's book made by an Athens resident. The procedure adopted by the Board was followed and the recommendation was made to retain the book. A letter was sent to advise the complainant of the decision and the basis for it.

Miss Powell moved that Mr. Troutman Wilson and Mr. T. H. Milner, Jr. be made honorary members of the Board and that they be notified in a letter thanking them for their years of service and encouraging them to continue to participate. The motion passed unanimously.

Miss Austin presented a request to amend the budget of the Talking Book Center to provide additional funds for travel and postage by transferring funds from the amount budgeted for large print book purchases. Mr. Kellam moved that the proposed revision be approved. There were several questions concerning the advisability of reducing the book funds and the purposes of the proposed travel. The sense of the group was that it would be preferable to take the needed travel funds from other items if possible. Mr. Eberhardt offered a substitute motion that \$500 be moved from the large print book item and \$500 from the processing fee to provide the travel amount of \$1,000, and \$140 be transferred from supplies to postage. After further discussion the motion passed.

It was agreed to postpone consideration of the amendments to the Records Retention Policy and the Fines and Lost Book Policy.

The last item was the director's request for authorization of a sale of unneeded gift books. Mr. Barrett made the motion that the sale be authorized as it was operated in March, 1983. The motion was seconded and passed unanimously.

The meeting was adjourned at 5:00 p.m.

A handwritten signature in cursive script, reading "Roxanna Austin", is written over a horizontal line.

Roxanna Austin, Secretary

Minutes
Clarke County Library Board
January 19, 1984

The regular meeting of the Clarke County Library Board was called to order by the chairman, Mr. Austin immediately following adjournment of the Regional Board meeting. Members present were Mr. Austin, Mr. Barrett, Mrs. DuPree, Mr. Eberhardt, Miss Hawkins, Mr. Hodgson, Mr. Johnson, Mr. Kellam, Miss Powell, Mrs. Shields and Miss Austin, secretary.

Minutes of the October meeting were approved as distributed by mail.

Mr. Austin explained for the benefit of the new members that the Clarke County Board meeting usually follows that of the Regional Board and the meeting usually requires two to two and one-half hours.

The Director's report was very brief. She has been asked to attend a meeting of heads of secondary agencies called by Roger Alderman, Clarke County Administrator, to explain the new procedure for making budget requests for FY1985. The budget request will be due in February - earlier than it has ever been called for before. She asked the Board to authorize the Executive Committee to approve the figures for the tentative regional budget and for the Clarke County budget request subject to ratification by the Board in April. Mr. Kellam moved this plan be approved. The motion was seconded and it passed.

There was no old business.

As new business, consideration of the agenda item of a memorial book promotion was postponed and the proposed policy for dealing with the problem of children left at the library at closing time was considered.

The Director recommended the following policy developed after consultation with staff members who have had to deal with the problem at 9:00 p.m. or at 6:00p.m. The librarian in charge will check 15 minutes before closing to see if children who are not with an adult expect someone to come for them. If not, library telephones will be used to call to make arrangements. The librarian, along with another person, will wait 15 minutes for the child to be picked up. After that time she will call the Athens police station to advise them that she is bringing the child to wait for an adult. A note will be left taped to the library entrance advising where the child is waiting. Miss Powell moved that the recommended policy be approved. The motion was seconded and passed unanimously.

The meeting was adjourned at 5:30 p.m.


Roxanna Austin, Secretary

Report of Committee on Nomination

Athens Regional Library Board

January 19, 1984

The following named persons are nominated to fill the respective offices for the next term of office.

Mrs. LaGrange DuPree - Chairman

Mr. David E. Barrett - Vice Chairman

Miss Roxanna Austin - Secretary

Rev. Ray Austin - Treasurer

Report submitted by nominating committee:

Farris T. Johnson, Chairman

Rev. Ray Austin

Mrs. Lester Langley

MINUTES

CALLED MEETING - CLARKE COUNTY LIBRARY BOARD March 22, 1984

A called meeting of the Clarke County Library Board was held on March 22, 1984 at 4:30 p.m. at the Athens Regional Library headquarters. Present were: Mrs. DuPree, chairman, Mrs. Allen, Mr. Eberhardt, Miss Hawkins, Mr. Hodgson, Mr. Kellam, Mr. Johnson, Mrs. Newland, Miss Powell, Dr. Reines, Mrs. Weeks, and Miss Austin, secretary and library director.

Mrs. DuPree explained that the purpose of the meeting was to consider the library's anticipated capital needs for the next five years in order to set priorities for a list to be submitted to the Clarke County Administrator for inclusion in his preparation of a capital needs budget for the County. A preliminary list had been drawn up by the library director and sent to each board member in advance of the meeting.

Mr. Eberhardt suggested that the list be divided into categories consisting of immediate needs, mid-range needs--those which can be postponed two or three years, and long range needs. As this request was for only a five year projection it was decided to use only the first two categories.

Miss Austin noted she had received additional information on what to include for the county list after she prepared her list. The county wants as capital items only those which cost \$3,000.00 or more, therefore such items as the proposed ceiling fans could be deleted for inclusion in next year's operating budget. Maintenance of the fragrance garden has been agreed to by Mr. Arseneau of the Building and Grounds Maintenance Department of the County.

Mr. Kellam asked Miss Austin for her recommendations. She gave as immediate needs (1) Roof repair, (2) Additional shelving for books, (3) Carpet repair or replacement if needed, (4) Repaving the parking lots, and (5) a Book security system to reduce theft. As mid-range needs she recommended (1) Replacement of the oldest bookmobile, (2) Expanded facilities--an addition to the present building, library branches or both.

There was general agreement with the director's recommendations of immediate needs except for the book security system. Lack of reliable figures as to the number of books lost and the need for an inventory made it advisable to move that item to the mid-range list to allow time to gather facts to support the request for the purchase of the equipment. By common consent bookmobile replacement, expanded facilities and the security system were accepted as mid-range needs in that order.

There was a discussion of space and facility needs. The consensus was that there is need for additional space: how much, whether there should be branches, whether it would be best to try leased "store front" facilities first, how to provide for the Talking Book Center could not be resolved. There was agreement that planning funds were needed to look into these issues and develop information on which to base a request for funds for construction. Mr. Hodgson made the motion that the Board authorize Miss Austin and her staff to prepare a plan for a study to determine what additional facilities are needed, headquarters and branches, and to present this to the Board at its July meeting with recommendations for carrying out the plan. During discussion of this motion it was agreed that planning funds should be included as an immediate need, after which the motion passed.

It was agreed by common consent that it will be advisable to renew the lease on the present Talking Book Center quarters and have it remain there until the study of space needs has been made. The possibility and desirability of including it in any proposed construction was discussed.

There was a discussion of the possibility of securing the former Thriftdown grocery property across Lumpkin Street for library use. The consensus was that this idea should be brought to the attention of the County administration even though the owner is known to have set a rather high figure for the parking lot now leased to the downtown Park and Lock group, and even though it is felt that it may be priced too high for the county to consider.

Final agreement on the suggested items to be submitted to the County as projected needs for the next five years was as follows:

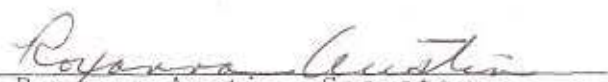
Immediate Needs

1. Roof repair
2. Additional shelving for books
3. Carpet repair or replacement where needed
4. Repaving the parking lots
5. Planning funds to determine space and facility needs

Mid-range Needs

1. Replacement of oldest bookmobile
2. Expanded library facilities: an addition to the present building, possibly one or two branches
3. Book security system.

Mrs. DuPree thanked the members for coming to the called meeting. It was adjourned at 5:35 p.m.


Roxanna Austin, Secretary

Minutes
Athens Regional Library Board
April 19, 1984

The regular meeting of the Athens Regional Library Board was held Thursday, April 19, 1984 at 3:30 p.m. in the library auditorium in Athens. Present were: Mrs. DuPree, Chairman, Mrs. Allen, Mr. Austin, Mr. Eberhardt, Miss Hawkins, Mr. Kellam, Mrs. Newland, Miss Powell, Dr. Reines, Mrs. Weeks, Mrs. Langley, Mrs. Whitehead, and Miss Austin, Secretary.

The minutes of the January meeting were approved as distributed by mail.

County reports followed. Miss Austin reported for Clark County highlighting a profit of \$936 from the used book sale April 5 and 6. She described a proposal developed by Mrs. Ames and other staff members to submit to the Georgia Endowment for the Humanities for funding. It is titled "Women in Literature: Different Drummers" and will feature speakers who will discuss the ways in which women have been portrayed in literature from the past to the present with one session being devoted to the ante-bellum Southern belle. She invited all members to attend if the project is funded.

There were no reports from Oglethorpe and Franklin Counties.

Mrs. Langley, from Oconee County, summarized activities in the Oconee County Libraries highlighting an open house held for the County Board of Education and the County Commissioners which the Board felt was very successful. The Board is asking local agencies for an additional clerk at Watkinsville in their FY 1985 budget request. They are quite pleased with the local community involvement as shown by donations for purchase of books, puppets, and magazine subscriptions from several organizations.

In her Director's Report, Miss Austin said she has met with each county board to discuss FY 1985 budget requests, and each one has pledged to try to raise the amount in the proposed budget to be presented today. She expressed her appreciation for and pleasure in the progress made by local boards in securing local funds to extend hours of service, noting that Oglethorpe County will try to add an additional morning to the 20 hours per week they began in January, 1984. She also praised the Franklin County Board for their hard work in securing a bit over the amount requested for their budget for FY 1985.

She reported a good workshop on April 13 to complete plans for the summer reading club. Babs Coram, of Lavonia, suggested the system-wide theme: Race Through the Summer With Books.

A proposal which combines an emphasis on poetry and service to older readers has been submitted for a competitive grant from LSCA funds. It will feature a workshop on poetry writing and appreciation, four poetry reading sessions at the library, and a poetry writing contest for persons over 55. In addition, it will provide funds to replace worn out volumes of poetry and to purchase additional works. The Board expressed general approval of this project and of another with emphasis on children's programs and added books for the children's collection to be funded under the basic FY 1984 LSCA grant when it is known how much money will be available.

As information, she reported that Ruth Barber, one of the bookmobile drivers, has had major surgery and will be out for some time. A former driver is substituting for her. Also, the library assistant and the driver clerk on the small bookmobile have both applied and been admitted to the School of Library Science at the University of Indiana and will be leaving in August. A proposal for dealing with these vacancies will be presented in July.

Miss Austin reported briefly on the state monitoring visit to the Athens Talking Book Center in January. At the last minute a regional library system director was added to the committee with one day's notice to the TBC director and none to the regional director. Mr. Charles Schmidt, from Macon, was the regional director. He stayed only a short time and spent no time with this director. Later he wrote a rather critical letter based on incomplete and inaccurate information to the state office. The incorrect information was called to the attention of the state people and the library has been assured the letter will not affect our TBC adversely. The Athens TBC was the first of the 13 in the state to be visited in the monitoring project and several procedures have been altered and refined as a result of their work here.

As old business, two items not dealt with in January were brought up. The first was to add two items to the library's official record's retention schedule covering the following:

- (1) Interlibrary loan records. Hold in current records until the borrowed or loaned item has been returned, then hold for one year. For photocopies of periodical articles, hold for three years.
- (2) Furniture and Equipment inventory records. Hold in current files area until the item is disposed of, then retain for 20 years.

Dr. Reines moved that these be added to the guidelines for record retention. The motion passed.

The guidelines adopted by all the state Talking Book Center librarians were ratified for the Athens TBC on the motion of Dr. Reines.

The second item was an amendment to the Athens Regional Library lost book pricing policy and the overdue fine policy for Athens Regional Library. The additions were: (1) Set a price of \$2.50 for unaccessioned paperbacks, (2) Add a \$3.50 binding charge if the book had been rebound before being put into use, (3) On other types of material, charge the cost of replacing the item if it is still available, otherwise allow the librarian to set a price for a substitute item. Dr. Reines moved that the recommended policies be adopted. The motion carried.

The present lost book policy allows the library to charge the replacement price plus the accumulating overdue charges on lost books, and allows overdue charges on books that are returned to go beyond the cost of replacement. The recommendation is to amend the policy to provide that overdue charges stop at the replacement cost of the book as specified in the lost book policy. After discussion, Mr. Kellam moved that the amended policy be adopted. It was adopted unanimously.

Mrs. DuPree announced the appointment of Mrs. Langley and Mrs. Paradise to the Executive Committee of the Athens Regional Library Board.

As new business she asked Miss Austin to present the proposed budget for FY 1985. After discussion it was adopted upon the motion of Mr. Kellam.

Mrs. DuPree presented the request of Mrs. Barber, bookmobile driver, for a leave of absence without pay for up to six months, to begin on May 8. Mr. Kellam, Chairman of the Personnel Committee, moved that the leave be granted. The motion passed. Mr. Austin asked that the director add the Board's wishes for a speedy recovery.

Mrs. DuPree noted that Mrs. J. B. Neighbors, a member of the Board has missed three meetings because of illness and heart surgery. By common consent the Director was instructed to send a letter conveying the Board's good wishes.

The last item was a legislative update. Miss Austin gave a brief summary of legislation passed during the 1984 session that affects public libraries:

- (1) HB 840, the revision of the public library law passed both houses and was signed by the Governor. It is hoped that the Division of Public Library Services will send out some guidelines to help Boards assure themselves that constitutions and by-laws comply with the new law.

- (2) HB 511, dealing with sale and distribution of certain material to minors was signed by the Governor. Libraries are specifically excluded since the purpose of the bill is to curtail access to pornographic magazines, primarily.
- (3) HB 1082, authorizes preparation and supplying to libraries audio tapes containing the summary of proposed constitutional amendments plus the names of candidates seeking election.
- (4) Approved constitutional amendment to authorize general obligation debt to provide public library facilities.

She called attention to a communication which has gone to each library board chairman in the state from the Georgia Council of Public Libraries. It set forth the Council's priorities for library legislation in 1984 and urged the Board to support them in any way they felt appropriate. They are: (1) Adjustments in public librarians' salaries to bring them back to at least the same level as classroom teachers, (2) an increase of 20¢ per capita in the grant for materials and (3) an increase of 15¢ per capita in the grant for maintenance and operation. Mrs. DuPree asked for reaction from the Board. After some discussion, she read a draft of a letter from the board supporting these priorities. By common consent it was agreed to send the letter to the legislators with copies to the board members so they can follow-up on them.

There being no further business, the meeting was adjourned at 4:35 p.m.


Roxanna Austin, Secretary

Minutes
Clarke County Library Board
April 19, 1984

The regular meeting of the Clarke County Library Board was convened at 4:40 p.m. on April 19, 1984, at the Athens Regional Library. Those present were: Mrs. DuPree, Chairman, Mrs. Allen, Mr. Austin, Mr. Eberhardt, Miss Hawkins, Mr. Kellam, Mrs. Newland, Miss Powell, Dr. Reines, Mrs. Weeks, and Miss Austin, Secretary.

The minutes of the January meeting were approved as distributed by mail.

The Chairman called attention to the minutes of the called meeting of March 22 before each member. She emphasized the importance of that meeting in which priorities were set for capital needs to be included in the County's development of a capital needs budget. After a period to allow a review of the minutes, they were approved.

The Director presented a short report. She noted that the library has a little money to be used to purchase new shrubs and asked the Building and Grounds Committee to arrange a meeting with her to determine how best to use it. She reported that the contract with Glennwood Nurseries for certain grounds maintenance will not be renewed by mutual agreement when it expires in June.

Miss Austin reported on her meeting with the Clarke County Budget review committee; Mr. Culpepper(financial director), Mr. Foster(assistant administrator), and Mrs. Miller(head of general services, including building and grounds). The budget request met the criteria set by the Commission for personnel and benefits (6% increase). It exceeded the 0% increase for the operating section, justifying the small increase on the grounds of documented increases in gas bills and costs of books and supplies. Nothing was decided at the meeting, but when the county administrator's recommended budget goes to the Commissioners any agency that wishes to appear may do so. The recommendations should be ready by April 21.

It was agreed that when the recommendation is known, Mrs. DuPree and Miss Austin will appear before the Commission to present our needs.

The meeting was adjourned at 5:00 p.m.


Roxanna Austin, Secretary

Minutes
Athens Regional Library Board
July 19, 1984

The regular quarterly meeting of the Athens Regional Library Board was held Thursday afternoon, July 19, 1984 at 3:30 p.m. in the library auditorium in Athens. Present were: Mrs. DuPree, Chairman, Mrs. Allen, Mr. Austin, Mr. Barrett, Mr. Eberhardt, Miss Hawkins, Mr. Johnson, Mr. Kellam, Mr. Milner, Mrs. Neighbors, Miss Powell, Dr. Reines, Mrs. Shields(all from Clarke County); Mrs. Callaway(Oglethorpe County), Mrs. Christopher(Oconee County), Miss Jenkins, Mrs. Langford, Mrs. Whitehead(Madison County), and Miss Austin, Director and Secretary to the Board.

Minutes of the April, 1984 meeting were approved as distributed by mail upon the motion of Mr. Kellam.

The chairman asked for reports from the counties. Miss Austin reported for Clarke County, highlighting events of the past three months beginning with the designation of the library as a voter registration site for Clarke County. Nine staff members were deputized on July 5, and 125 new voters were registered by the deadline for voting in the August Primary, July 16. She announced that the library's proposal to the Georgia Endowment for the Humanities for a grant to fund a series of lectures and discussions on women as presented in literature will be funded and the programs will begin in September. Other items highlighted the beginning of the second phase of our application of the computer to library business with the salary checks being issued on June 30, and the achievement of about 2/3 of the patron file entered into the records.

For Madison County, Mrs. Langford reported that the two supporting agencies of that county approved their request for increased funds to provide five additional hours of service per week in Danielsville, effective July 1. The County Commissioners are also doing some minor remodeling for the library.

Mrs. Christopher reported for Oconee County, emphasizing the growth in participation in the summer reading club in both the Bogart and the Watkinsville libraries. The County Commission and the County Board of Education have made it possible to employ two additional part time employees on a permanent basis beginning in July. The summer program activities were reviewed and the gift to the library of a slide projector from the Pilot Club of Oconee County and the local Woman's Club was announced.

For Oglethorpe County, Mrs. Callaway noted the increased use of the Lexington library since the move to its new quarters, plus continued gifts of time and labor from citizens in the community toward completing the renovation of the building. A fall date is anticipated for the formal opening.

In her regional report, Miss Austin emphasized the community involvement in the library programs in Oconee and Oglethorpe Counties and the progress begun in Madison County with the funding to increase hours of service by one-third. She commented on the activity and participation in the children's summer reading program throughout all five counties with over 2,000 children registered, and credited part of this success to the use of some state Maintenance and Operation funds(M & O) to provide part time summer help in each library, freeing the regular staff to work with broader aspects of the program. The Watkinsville, Lexington and Danielsville libraries all have additional part time summer help from the federal job training program.

She announced that 117 applications have been received in response to the advertisement of the two bookmobile positions which will be vacant in August. These have been screened and interviews begin tomorrow.

Miss Austin requested approval of the Board for the library to host a Georgia Library Association sponsored workshop for bookmobiles for which a registration fee will be charged. Mrs. Neighbors and Dr. Reines moved that the Board make an exception to the policy governing use of the auditorium for this meeting, and the motion passed. The state auditor's report of the library financial records for FY 1983 has been received, and members were invited to examine the report in Athens if they wish to do so.

Her last item was to update information on the requirements for conforming to the revised public library law passed by the Georgia legislature in March. Mr. Forsee, of the Division of Public Library Services of the State Department of Education, has not yet prepared guidelines to help library boards determine whether current constitutions and by-laws need revision. Some changes will probably be needed in each county's documents. Mrs. DuPree noted that time is provided in the law for each library system to bring its constitution and by-laws into agreement with the law, and that she will delay appointing a committee for this purpose until a copy of the law as passed is received.

There was no old business.

The first item of new business was the approval of the revised FY 1985 budgets to accompany the application for state money. Mr. Eberhardt suggested that the revisions be summarized for the Board and this was done. The changes were primarily minor adjustments to Maintenance and Operation budget items as a result of small increases in the projected population of the counties in the region, and adjustments reflecting the changes in the state paid salaries. Other revisions affected totals for salaries and benefits and reflected the final budget figures approved for those items in the other counties. Following questions and discussion, Mr. Eberhardt moved that the revised regional library budget, including the M & O budget, be approved. The motion passed.

The Talking Book Center budget was presented and was also approved upon the motion of Mr. Eberhardt.

Miss Austin presented a plan for some changes in the way outlying areas of Clarke County are to be served by the bookmobiles. These changes will consolidate several of the present short stops of less than half an hour each which serve a few users at each stop. Potential sites in shopping centers, one to be selected for the east side of the county and one for the west side, have been identified. The bookmobile will go to these once each week and park from 2:00 to 6:30 p.m. so that potential users may come at a time convenient to them. Arrangements will be made to continue to serve the handicapped and the elderly who do not drive or cannot walk to the shopping centers on an individual basis on a monthly schedule. This will require only minor adjustments to schedules in Madison and Oglethorpe Counties, such as are done each year to enable the bookmobiles to accommodate as many users as possible. This plan was agreed to by the Board by common consent.

The Director requested the Board to authorize the Personnel Committee to approve employment of the new bookmobile staff people as soon as interviews are completed and recommendations can be presented, and the approval of the designation of Ann Buxton as head of the bookmobile department. Mr. Austin and Mrs. Shields both made the motion that both items be approved. The motion carried unanimously.

The final item of business was a request for approval of out of state travel for up to three staff members to attend the biennial conference of the Southeastern Library Association in Biloxi, Mississippi, October 17-20, 1984. The regular fall quarter meeting of the Regional Library Board falls during that time, and the suggestion was made that the meeting be postponed from October 18 to October 25. Mrs. Neighbors moved that the travel be authorized and the meeting postponed to October 25. The motion carried.

There being no further business the meeting was adjourned at 4:50 p.m.



Roxanna Austin, Secretary

Minutes
Clarke County Library Board
July 19, 1984

The Clarke County Library Board was called to order immediately following adjournment of the Athens Regional Library Board meeting on July 19, 1984 at 4:50 p.m. at the Athens library. Present were Mrs. DuPree, Chairman, Mrs. Allen, Mr. Austin, Mr. Barrett, Mr. Eberhardt, Miss Hawkins, Mr. Johnson, Mr. Kellam, Mr. Milner, Mrs. Neighbors, Miss Powell, Dr. Reines, Mrs. Shields, and Miss Austin, Director and Secretary to the Board.

By common consent minutes of the April meeting were approved as distributed earlier by mail.

The Director's report was brief, including explanation of the final Clarke County appropriation for FY 1985, a report on repairs to the men's restroom and the replacement of a compressor in the air conditioning system by the County Building and Grounds department. It also included the announcement that the Athens Clarke County 250th Birthday Committee has entered an order for a copy of the Atlas of Georgia for the library when it is published by the University of Georgia Press in 1985. This represents disbursement of the last of their funds remaining from the state's 250th birthday celebration.

Miss Austin asked for advice concerning the erection of a partition in the basement to separate the technical services area from the general coming and going into the staff room and the elevator. General consensus was that it is advisable to do this since the people who work in that area are finding that their work is constantly interrupted by people who really intend just to be friendly. Mr. Milner suggested that the First National Bank may have some panels which could be donated. It was agreed that the County Building Maintenance department should be requested to erect the partition.

Dr. Reines reported for the Building and Grounds Committee that no planting or transplanting will be done until the fall months.

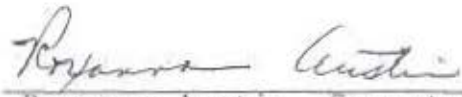
Mr. Kellam reported that the Personnel Committee had met with the Director to review salary recommendations for the fiscal year beginning in July.

Mrs. DuPree called attention to the sheet before each member outlining the proposed plan for a study of library services in the county. She reminded members that this is the plan the Board asked for at its called meeting in March. After allowing time for reading the plan, there was discussion of its provisions. Mr. Austin moved that the plan be approved. The motion carried with no opposition.

Mr. Austin asked whether there have been any reactions or further questions concerning the library's responses to those who had registered complaints about certain books in the library. The answer was that there have been none to date.

Another question was raised about public reaction to the library's policy of taking children who are not picked up within a reasonable time after the library closes to the police station, leaving a note on the library door for the person who comes for them. Again, there has been no reaction, and it has been necessary only once. Miss Austin explained that the practice is intended to be carried out only as a last resort after every effort has been made to locate a parent, a neighbor, or someone responsible for the child, and only in the case of young children whom the staff feel should not be left alone after dark to wait for someone to remember to come for them.

As there was no further business, the meeting was adjourned at 5:20 p.m.



Roxanna Austin, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
OCTOBER 25, 1984

The Athens Regional Library Board met in the library auditorium in Athens at 3:30 p.m. on Thursday, October 5, 1984. Present were Mrs. DuPree, chairman, Mr. Eberhardt, Miss Hawkins, Mr. Hodgson, Mr. Kellam, Mrs. Neighbors, Mrs. Newland, Miss Powell, Mrs. Shields, Mrs. Weeks (Clarke County, Miss Jenkins, Mrs. Langford, Mrs. Whitehead (Madison County), Mrs. Langley (Oconee County), Mrs. Paradise (Oglethorpe County) and Miss Austin, director and secretary to the board.

The minutes of the July meeting were approved as distributed by mail on motion of Mr. Eberhardt. The chairman then recognized representatives of each county for reports.

Miss Austin reported for Clarke County, noting that voter registration activity had increased considerably as the deadline for participating in the November general election approached. She distributed copies of a bookmark advertising the "Different Drummers" series of lectures on women in literature funded by the grant from the Georgia Endowment for the Humanities, and reported a most enthusiastic reception of the lectures so far. She gave the board members the new library telephone numbers that will be in service no later than December 1.

Mrs. DuPree read a letter from Mr. David Barrett containing his resignation from the Clarke County Library Board to return to Towns County to open a law practice. He expressed his pleasure at having had the opportunity to be a member of the Library Board.

Mrs. Langley brought the group up to date on continued growth in the number of families registered to use the Oconee County Library and the activity in the two libraries during the summer. She also announced that the Oconee County Board of Commissioners has reconsidered their appropriation for the library for FY 1985 and restored the amount needed to provide the full 40 hours of additional clerical help which had been requested for Watkinsville.

Mrs. Langford reported for Madison County, expressing that board's pleasure that Mrs. Echols is able to be back at work after a serious illness. The repairs on the library door have been completed. Mrs. Whitehead reported the action of the Ninth District group of the Georgia Federation of Women's Clubs in endorsing the proposed constitutional amendment number 8, the public library amendment, which will appear on the November ballot.

For Oglethorpe County Mrs. Paradise reported a dramatic increase in circulation since the library moved into its new and improved quarters. Since September that library has remained open on Saturday morning, a major step which was funded by the County Board of Education.

Progress is moving along on completion of the meeting room renovation, and Mrs. Paradise extended an invitation to all to attend open house when it is ready. The Oglethorpe Echo published a letter from the library board endorsing proposed amendment 8 and urging its support by the voters.

The director's report noted that the new bookmobile staff people are making good progress in learning the area and their tasks. The new Clarke County plan of a 4½ hour stop in two shopping centers each week is working well.

From the meeting of Directors of the public library systems in the state in October Miss Austin brought news that the items mentioned at the July meeting were all included in the State Board of Education's budget request which went to the Governor in October. The improvements would benefit the Athens region considerably. She reported that a Georgia Library Trustee's Handbook has been developed by the Division of Public Library Service in cooperation with the DeKalb Library System, copies of which will be ready for distribution to the officers of each county library board within four to six weeks. Also, each library has received copies of a tape cassette from the Secretary of State which contains the text of the proposed constitutional amendments and the names of candidates for statewide offices. Other information from that meeting included the decision that the State Department of Education will no longer distribute 16mm films after June 1986 and the adoption by the State Board of a new formula for state funds for the construction of public library buildings. The new formula, if funded by the legislature, will provide for 90% state funds for projects costing up to \$500,000.00 and for 2/3 of the amount from \$500,000 up. The Georgia Council of Public Libraries has provided bookmarks, posters, television spot announcements and radio announcements promoting the passage of amendment 8.

Finally, she thanked the Board for postponing this meeting until today so that she and Mrs. Ames might attend the Southeastern Library Association meeting and gave a very brief report on it.

There was no old business.

Under new business Mrs. DuPree called for approval of the director's requested budget amendment for the FY 1984 LSCA funds transferring \$467, originally allocated for materials to equipment. Mr. Kellam moved that the amendment be approved and the motion carried.

Next Mrs. DuPree read a letter she had written to the Athens newspapers asking for their support for amendment 8. Mr. Kellam moved that the Board endorse the letter. The motion passed unanimously.

At the request of the director, the Board approved by common consent a plan to declare the period from January 2-15, 1985 a "fine free" period to encourage the return of long overdue library materials before implementing a new plan of first warning delinquent borrowers of the provisions of the new Public Library Law passed in 1984 and then following up more strictly collection of charges for lost and overdue books and other materials. This plan will be followed in all of the libraries in the system.

Mrs. DuPree read an invitation from the Fitzgerald-Ben Hill Library to attend open house at their new library building on October 28. She asked each county library board to be thinking of whom they wish to serve on a regional constitution and by-laws committee which will be appointed in 1985.

The meeting was adjourned at 5:00 p.m.



Roxanna Austin, Secretary

MINUTES
CLARKE COUNTY LIBRARY BOARD
OCTOBER 25, 1984

The Clarke County Library Board meeting was called to order immediately following adjournment of the Athens Regional Library Board meeting at 5:00 p.m. on Thursday, October 25, 1984 in the library auditorium in Athens. Present were Mrs. DuPree, Chairman, Mr. Eberhardt, Miss Hawkins, Mr. Hodgson, Mr. Kellam, Mrs. Neighbors, Mrs. Newland, Miss Powell, Mrs. Shields, Mrs. Weeks, and Miss Austin, Director and Secretary to the Board.

Minutes of the July meeting were approved as distributed by mail.

The Director reported for the Building and Grounds Committee in the absence of Dr. Reines. The continued dry weather makes it advisable to postpone purchase and installation of the shrubbery for which we are still holding money. He hopes to be able to do this in November. The partition to enclose the cataloging and processing area has been constructed by the county and everyone is pleased with the effect it is having on improving the work output by reducing the number of interruptions each day. The carpet has been shampooed throughout the building. Miss Austin has been advised that the person to see about repaving the public parking lot is Mr. Chandler, and she asked any Board members who might know him to speak to him about it.

Mr. Alderman, County Administrator, had called a meeting of heads of secondary agencies to discuss the budgetary process early in October. He has asked for a "pre-budget estimate" particularly as it will relate to salaries, early in December. Miss Austin outlined her thoughts on this and asked for the Board member's comments. Consensus was that we should use the same cost of living percentage that the county uses in our request, plus the 2½% that we missed about four years ago, plus a percentage for merit raises, and that two key clerical positions now set up for 28 and 30 hours per week should both be made full time positions.

At this meeting it was learned that the library can become a part of the county's ESSX telephone system with a probable saving of several hundred dollars within two years. Miss Austin outlined the way the system works, and it was agreed that the library should proceed to become a part of this plan.

Miss Austin reported that the staff has been delayed in beginning its study of library services and needs, but expects to have its preliminary material ready in January.

There was no old business.

Mrs. DuPree appointed Mrs. Newland, chairman, Mrs. Shields and Mr. Hodgson as a nominating committee to make recommendations for (1) a vice chairman of the board to fill the unexpired term of David Barrett, and (2) for names to submit to the County Board of Commissioners to fill the terms expiring December 31, 1984 of Mrs. DuPree, Mr. Kellam, and Miss Powell and to fill the unexpired term of David Barrett to serve through December 1986.

In other business the Board by common consent approved a shopping day for staff members with a year's service, disapproved closing the library on the Friday after Thanksgiving for that purpose, and approved placing a sign on the library porch requesting that bicycles be parked in the racks provided rather than on the porch.

The chairman presented a request from Mrs. Helen Williams that the library accept for preservation some records from the Winterville City Council which are in her possession. She recently retired as clerk and says these are not official records of the city. Following a discussion of problems in handling such materials the Board by common consent directed Miss Austin to inform Mrs. Williams that the library must decline with regret her offer to donate the papers.

A question was raised concerning an apparent downward trend in circulation, particularly in Athens. There was general agreement that this is a matter which we should study and attempt to reverse.

The meeting was adjourned at 5:30 p.m.



Roxanna Austin, Secretary